

CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.

NOTICE OF POSITION VACANCY

POSITION: NURSE CONSULTANT (Part-time)

LOCATION: SACRAMENTO, CA

NUMBER OF POSITIONS: 1

CLOSING DATE: Until filled

SALARY: \$58,353/Annual

POSTION SUMMARY

In consultation with Supervisor, the Nurse Consultant is responsible for the provision of training, technical assistance and support services to Indian health organizations in establishing, maintaining and enhancing clinical systems. Such activities include, but are not limited to providing onsite assessment or consultation with participating clinics, assist in development and monitoring of standards of care and assist clinics in developing and maintaining case management activities to enhance clinic's ability to participate in managed care systems.

PRIMARY RESPONSIBILITIES

Develop policies, procedures, and protocols for use in Indian health clinics, using knowledge of professional nursing principles, practices and procedures. Work with clinic staff in refining and implementing developed policies, procedures and protocols for use in the clinic. Evaluate back office systems. Make written and verbal reports of findings. Assist clinics with implementation of recommendations. Assist clinics in developing Case Management systems. Provides onsite training to staff in case management systems and activities. Maintains written reports of findings and activities. Reports status of all projects and activities to HSD Director. Assist in development of Quality Improvement process for nursing activities. Work with CRIHB professional staff to assure coordination of nursing activities with clinic-wide Quality Improvement process. Provide training and technical assistance to contracting clinics upon request and at direction of supervisor. May evaluate need and provide cost/benefit analysis for new systems, for example, group purchasing cooperatives. Working with HSD staff, evaluate clinic needs and abilities. Participate in planning TA activities to meet individual clinic's needs. May provide computer user support for clinical modules of the IHS RPMS Systems (Resource and Patient Management System). In conjunction with supervisor, monitors Medi-Cal Managed Care and National Health Reform Initiatives. Assesses impact on clinical activities.

ADDITIONAL RESPONSIBILITIES

Maintain a valid, unrestricted California Driver's license and be insurable under CRIHB's automobile insurance. If employee has a valid license from another state, he/she must obtain a CA license within 2 months of hiring date. Position requires periodic over night travel within CRIHB's service area. Requires ability to drive up to 7 hours in a day. Case management experience helpful. Experience in the evaluation, design and implementation of nursing operations in free standing ambulatory care clinics. Knowledge of QI systems and methods, particularly those related to clinical activities. Knowledge of state and federal contracting requirements.

QUALIFICATIONS

BSN in Nursing, current RN licensure in the State of California. Two years experience as nurse in an ambulatory care environment. Ability to work and communicate effectively with a wide variety of people within health care settings, State and Federal agencies and private organizations. Position requires extensive (independent) travel and valid California Driver's license. Ability to exercise independent judgment, to coordinate a number of projects, personnel and clinics to meet specified objectives and to maintain detailed records of these activities and projects. Requires ability to drive up to 7 hours (one way) in a day. Must observe clinic practices and read policies and procedures. Requires ability to interpret, read and/or observe material and formulate plans to enhance operations. Ability to type, write or dictate notes of findings and recommendations.

The position requires an awareness and keen appreciation of American Indian traditions, customs, and socioeconomic needs and the ability at all times to meet and deal effectively in contacts with Indian health organizations consisting of numerous tribes with varied cultures which requires tact, courtesy, discretion, resourcefulness, and good judgement in handling functions in a sensitive manner.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472, and 473.) Applicants claiming Indian preference must submit verification of Indian Status certified by tribe of affiliation or other acceptable documentation of Indian heritage.

Please mail, fax or e-mail resumes and applications with Indian preference documentation, if applicable, to:

CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.

Attn: Human Resources
4400 Auburn Blvd., 2nd Floor
Sacramento, CA 95841
(916) 929-7246 FAX
jobsatcrihb@ihs.gov E-mail

Applications available at www.crihb.org (jobs). Or call Human Resource Department at 800-274-4288